Inmate Work Program (Trustees)

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Inmate Work Program. The Inmate Work Program allows inmates to improve and/or develop useful job skills, work habits and experiences that will facilitate a successful return to the community.

1012.2 POLICY

In the Thurston County Corrections Facility (TCCF) and Correctional Options, there will be a process for selecting and maintaining a pool of inmate workers for inside and outside work assignments. This inmate worker program will benefit both the offenders who may learn job skills and work ethics and the Thurston County community who will benefit from the cost-effectiveness of the program.

1012.3 INMATE WORKER SELECTION

Eligibility – First Sort

Any inmate who is interested in becoming an inmate worker will meet the following guidelines:

(a) They will be classified as minimum custody.

(b) They will be free from any major disciplinary action for at least thirty (30) days. This may be overridden by the Inmate Services Lieutenant, or designee, on occasions when there is extreme crowding or with the inmate's participation in the jail Chemical Dependency Program (CDP).

(c) They will be free from any minor disciplinary infractions for at least fifteen (15) days. This may be overridden by the Inmate Services Lieutenant, or designee, on occasions when there is extreme crowding or with the inmate's participation in the jail CDP.

(d) Misdemeanant inmates will be eligible to complete an Inmate Electronic Request Form (kite) requesting inside worker positions, providing they have been on minimum custody status for at least five (5) days and meet the criteria as outlined in this policy and procedure.

(e) Inmates who are being held on Class B and/or Class C non-violent felony offenses, will be eligible to apply for inside inmate worker positions provided they are on minimum custody status and meet the criteria as outlined in this policy and procedure.

The following inmates will not be eligible for inside inmate worker until they are sentenced, or court ordered to CDP by Drug Court and approved by the Support Services Captain, have been in minimum custody, and meet the criteria as outlined in this policy and procedure. :

(a) An inmate who is currently incarcerated on a Class A felony.

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(b) An inmate who is currently in custody on a Class B felony, with offenses against a person or of a violent nature.

(c) To be eligible for outside worker, an inmate may not have any of the following:

1. Class A felony conviction or history.
2. Sex offense conviction or history (either misdemeanor or felony).
3. Escape conviction or history.

(d) Inmates who are sentenced on a felony may be considered for both inside and outside worker positions provided they have been classed as minimum custody and meet the criteria as outlined in this policy and procedure.

All inmates who meet the criteria as listed above will be reviewed by a Classification Deputy who will:

(a) Confirm or deny eligibility for inmates based upon first sort eligibility as outlined above.

(b) Check for warrants, holds, and/or detainers, and document them.

(c) Check the Physical Log for medical clearance. If the inmate being researched is not clear, the Classification Deputy will forward the inmate's name to Medical so that an inmate physical can be performed on the inmate.

Eligibility – Second Sort

(a) Upon request from the Classification Deputy, the contract Medical staff will schedule a medical screening to determine if the inmate worker applicant has any medical problems that may preclude them from becoming an inmate worker in a specific job assignment.

(b) If the inmate is denied for medical reasons, Medical staff will document this on the Physical Log as a failure to pass the inmate physical.

(c) All approved physicals for inmate workers will be noted on the Physical Log and this log will be maintained by Medical staff.

(d) Any member who wishes to request a specific inmate for a specific assignment will initiate their request through the Dayshift Chemical Dependency Program (CDP) Deputy or Deputy assigned to that post. These Deputies will assign inmate workers based on the following variables:

1. The length of time they have been on the waiting list to become an inmate worker.
2. Any special skills they may have that are specific to a particular job assignment.
3. Whether or not they have any warrants, holds, or detainers.
4. Other factors such as their offense history, high-profile inmate or case, they are in protective custody, etc.

All inmate workers will receive informal evaluations by their assigned supervisor, on a daily basis, for performance and may be removed from their assigned position and reassigned to general population for failure to meet inmate worker standards.

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(a) Inmate workers may also be removed from their assigned position and reassigned to general population for cause, subject to the inmate disciplinary process.

(b) Inmate workers will be responsible for maintaining appropriate conduct in the performance of their tasks and when in their housing areas or any other areas in the facility. They will be held accountable for their actions and behaviors just as inmates in general population.

(c) Correctional Options members will be responsible for tracking the inmate workers assigned to their programs.

(d) Warrants and Department of Corrections (DOC) holds that result from an inmate being sentenced to prison may be cause for removal from inmate worker status.

(e) When an outstanding felony (Class A, B, or C against a person or of a violent nature) warrant or a DOC hold is added to an inmate's charges due to the inmate being sentenced to prison, that inmate may be disqualified from maintaining their inmate worker position.

1012.4 WORK ON PUBLIC PROJECTS

Sentenced inmates may be assigned to public works projects with state, municipal and local government agencies, or to community service projects, with the approval of the Sheriff and in accordance with all applicable laws and regulations.

1012.5 PROHIBITION OF NON-PUBLIC WORK PROJECTS

Work projects on behalf of any private individual or to an individual’s private property are strictly prohibited and may constitute a violation of the law.

1012.6 SUPERVISION OF INMATE WORKERS

Facility staff in charge of work programs or who provide supervision of inmates assigned to work crews will adhere to the following:

(a) Inmate workers should be provided with safety equipment, clothing and footwear commensurate with the work performed. Safety equipment may include, but is not limited to, eye protection, gloves, hardhat or headwear and sunscreen for protection from sun exposure.

(b) Work periods shall not exceed 10 hours per day.

(c) Inmate workers should be provided with work breaks to allow them to take care of personal needs.

(d) Inmate workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.

(e) Inmates who work shifts during the early morning or late-night hours should be provided with a quiet space to allow for sleep during daytime hours.

(f) The inmate workday approximates the workday in the community.

(g) Inmate performance is regularly evaluated and recorded.

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Inmate workers shall be under the direct supervision of the facility staff at all times when they are on assignment through the Inmate Work Program.

Persons who are responsible for the supervision of inmates on work crews should receive training in basic areas of safety, security and reporting procedures.

Disciplinary action for inmate worker misconduct shall adhere to the Inmate Discipline Policy.

1012.7 INMATE WORKER TRAINING

Inmates who are assigned to work in any area that may require the handling of any chemicals or the use of any equipment shall receive training from the respective Office supervisor prior to using the chemicals or equipment. Work-crew supervisors shall also train inmate workers on safety practices. Inmates should never be assigned to handle dangerous chemicals or equipment that normally require a level of expertise and competency beyond their demonstrated ability.

1012.8 INMATE WORKER INCENTIVES

The Chief Deputy of Corrections is responsible for establishing a recognition program for inmates assigned to the Inmate Work Program. Recognition of inmates can be observed in the following ways:

(a) Granting “Good Time and Work” credits as allowed by state or local law.

(b) Using credits for sentence reduction when allowed by statute.

(c) Granting special housing, extra privileges, recreation and special rewards, as allowed by law, regulation and policy. Inmate welfare funds may be used to offset the cost of a reward program.

(d) Awarding certificates of achievement for successful completion of vocational, educational and/or work programs.

(e) When allowed by law, ordinance and in consideration with local labor relations, giving monetary compensation for work on government projects.

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